



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

April 23, 2010

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MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

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MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name and title.

MANAGEMENT APPRAISAL AND PERFORMANCE PLAN PROMOTIONS - ASSISTANT AND DEPUTY FIRE CHIEF POSITIONS

This is in reference to a series of nine (9) letters, dated March 8, 2010, that were sent to your offices requesting approval for management promotions in the Fire Department (Department). As is our standard practice, each letter included the phrase "unless otherwise instructed by your Board, on Monday, March 15, 2010, we will authorize the Fire Chief to proceed with this action." As such, we authorized these promotions, effective March 16, 2010.

Request

With this memo, we are requesting and recommending your approval to authorize these promotional salary increases with effective dates retroactive to the actual dates these employees were promoted by the Fire Chief to their new assignments, which were in August and September 2009 for eight (8) of the positions and February 2010 for one (1) position. Attachment A lists all relevant data for these nine (9) employee promotions, including the new recommended effective date.

Background

In August and September of 2009, the Fire Chief issued Departmental correspondence announcing the promotions of eight (8) of the nine (9) subject managers and these employees began working in their new, higher-level assignments. The promotion of the ninth manager was announced in February 2010. According to the Fire Chief, no

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specific salary commitment was (or has) been made to these employees; however, the Department has the understanding that once a salary has been approved by your Board, it becomes retroactive to the actual date of the promotion. While this is not in line with current established Chief Executive Office (CEO) policy, it has been a past practice of the Department in conjunction with previous members of our office.

The Department's written request for salary increases for eight (8) chief officer promotions to the Chief Executive Officer was dated December 31, 2009, three (3) to four (4) months after the promotions took place. Based on discussions with the Department, there were a number of factors which contributed to this delay, one (1) involving the CEO. Early in this period, the CEO was resolving technical issues relating to the transition of the Management Appraisal and Performance Plan (MAPP) Tier II safety employees onto the restructured MAPP ranges – a technical issue that is a carryover from the MAPP changes approved by your Board in 2007. After which, it appears that the transition of key administrative personnel in the Department factored into the delay of a timelier request. In addition, we did not forward our letters requesting your approval of these MAPP appointments and salary placements until March 2010, nor did we request for approval to be retroactive to the actual promotion dates as the Department understood this to be. Please note that this is a unique set of circumstances that do not relate in any way to the impacted employees.

Corrective Action Plan

CEO staff have met with Department administrative staff to clarify the appropriate requirements and procedures relating to management promotions. Most notably, all MAPP promotional appointments and related salary increases must be reviewed and approved by the Chief Executive Officer, and in some circumstances by the Board, prior to implementing such promotions. We have been assured by Department staff that this is understood and that internal processes are in place for future administration.

Recommendation

To date, these nine (9) employees have received no increase in salary for the performance of higher-level responsibilities. We have verified that they were assigned to their higher-level positions on the effective dates noted in Attachment A and qualified at that time for promotion through established exam processes. Since the delay in the Department's request and subsequent Chief Executive Officer approval was the result of extenuating circumstances, we are recommending your retroactive approval of these promotional increases. Unless otherwise instructed by your Board, on Monday, May 10, 2010, we will authorize the Fire Chief to proceed per these recommendations.

Each Supervisors
April 23, 2010
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We apologize for any inconvenience this may have caused for your offices. If you have any questions or require additional information, please contact me or your staff may contact Deputy Chief Executive Officer Jacqueline A. White, Public Safety, at (213) 893-2374.

WTF:BC:JAW
SW:DH:cc

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Fire Department

MAPP Promotions.bm.042310.Docx

FIRE DEPARTMENT
MAPP PROMOTIONAL APPOINTMENTS

ATTACHMENT A

| EMP # | EMPLOYEE NAME | PRIOR TO PROMOTION | | | PROMOTIONAL REQUEST | | | | | | | BOARD ACTION | |
|--------|-------------------|----------------------|--------|-------------------|---------------------|--|--------|-------------------|------------------------|----------------------------|--------------------|-------------------------------|------------------------------|
| | | PAY TITLE | ITEM # | MAPP SALARY RANGE | BASE SALARY | PAY TITLE | ITEM # | MAPP SALARY RANGE | ANNUAL INCREASE AMOUNT | PERCENT INCREASE OVER BASE | ANNUAL BASE SALARY | BOARD APPROVED EFFECTIVE DATE | NEW REQUESTED EFFECTIVE DATE |
| 154524 | MICHAEL T. METRO | ASSISTANT FIRE CHIEF | 0217 | F16 | \$168,778.80 | DEPUTY FIRE CHIEF, EMERGENCY SERVICES (UC) | 0219 | R18 | \$9,806.04 | 5.81% | \$178,584.84 | 3/16/2010 | 9/15/2009 |
| 219966 | MARK J. BENNETT | ASSISTANT FIRE CHIEF | 0217 | F16 | \$158,696.76 | DEPUTY FIRE CHIEF, EMERGENCY SERVICES (UC) | 0219 | R18 | \$19,888.08 | 12.53% | \$178,584.84 | 3/16/2010 | 9/15/2009 |
| 005503 | BARRY NUGENT | BATTALION CHIEF | 0208 | 113A | \$141,192.00 | ASSISTANT FIRE CHIEF | 0217 | S16 | \$17,512.08 | 12.40% | \$158,704.08 | 3/16/2010 | 8/1/2009 |
| 019199 | JAMES E. CRAWFORD | BATTALION CHIEF | 0208 | 113A | \$141,192.00 | ASSISTANT FIRE CHIEF | 0217 | S16 | \$17,512.08 | 12.40% | \$158,704.08 | 3/16/2010 | 8/1/2009 |
| 056677 | VAN MARK MADRIGAL | BATTALION CHIEF | 0208 | 113A | \$141,192.00 | ASSISTANT FIRE CHIEF | 0217 | S16 | \$17,512.08 | 12.40% | \$158,704.08 | 3/16/2010 | 8/1/2009 |
| 124399 | GARY D. BURDEN | BATTALION CHIEF | 0208 | 113A | \$141,192.00 | ASSISTANT FIRE CHIEF | 0217 | S16 | \$17,512.08 | 12.40% | \$158,704.08 | 3/16/2010 | 8/1/2009 |
| 272073 | ANTHONY WHITTLE | BATTALION CHIEF | 0208 | 113A | \$141,192.00 | ASSISTANT FIRE CHIEF | 0217 | S16 | \$17,512.08 | 12.40% | \$158,704.08 | 3/16/2010 | 9/15/2009 |
| 186940 | ANTHONY IACONO | BATTALION CHIEF | 0208 | 113A | \$141,192.00 | ASSISTANT FIRE CHIEF | 0217 | S16 | \$17,512.08 | 12.40% | \$158,704.08 | 3/16/2010 | 9/15/2009 |
| 154433 | ROY L. DULL | BATTALION CHIEF | 0208 | 113A | \$141,192.00 | ASSISTANT FIRE CHIEF | 0217 | S16 | \$17,512.08 | 12.40% | \$158,704.08 | 3/16/2010 | 2/8/2010 |